State Automated Reporting System (STARS)
Summer School Help

NAVIGATION TIP: Only use the options included within the STARS program to move back and forth between pages. The TABLE OF CONTENTS links to page specific help. While holding down the control button, click on the text of the page help you want to view and you will automatically move to that section. NOTE: The STARS system is set to "time out" after 20 minutes unless you use the SAVE function. If you are simply entering data without saving, the system could time out, exit you from the system, and NOT save your data. Use the SAVE function often.

Read the HELP DIRECTIONS included below before calling with questions, as most questions are addressed.

The Summer School Enrollment report is submitted by each school district to provide student level detail related to summer school enrollment and courses. This information is used for reporting membership and attendance for Summer School. This system is also used to collect data required to meet Federal and State reporting requirements.

The State Automated Reporting System (STARS) can be entered at:
https://secure.apps.state.nd.us/dpi/stars/Login.aspx,

A North Dakota state log-in identification is needed to enter the various reports. Once you have logged in, the page shows all available reports to which you have been granted access. The school system administrator has authority to manage reading, writing and submitting authority to others in the school. If you are unable to access a report, the school system administrator can grant you authorization to the report. For more information regarding navigating and using the different features in the STARS system, reference the STARS user manual:

http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm

You should only click on the "Submit" button when completely done with all information. DPI can "unsubmit" a report to allow a district to make changes, but for efficiency purposes, all data should be thoroughly reviewed before submitting the report.

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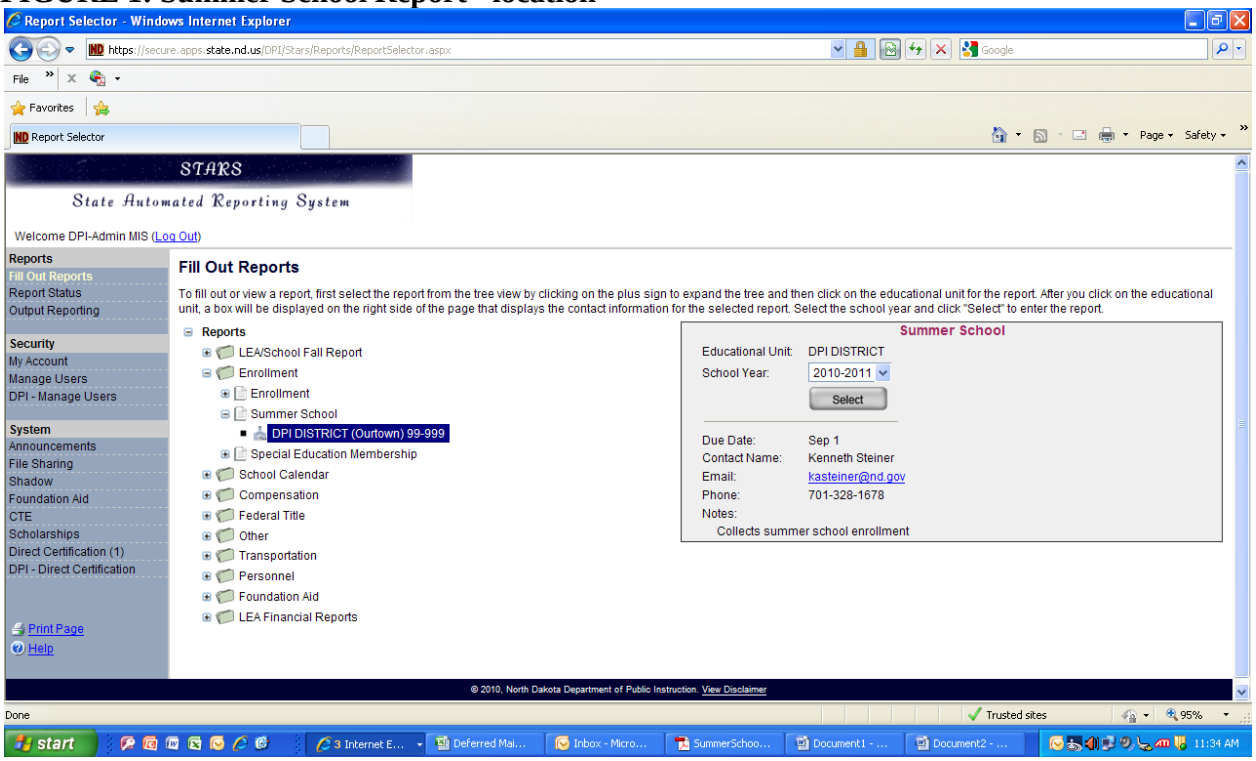
FIGURE 1: Summer School Report - location



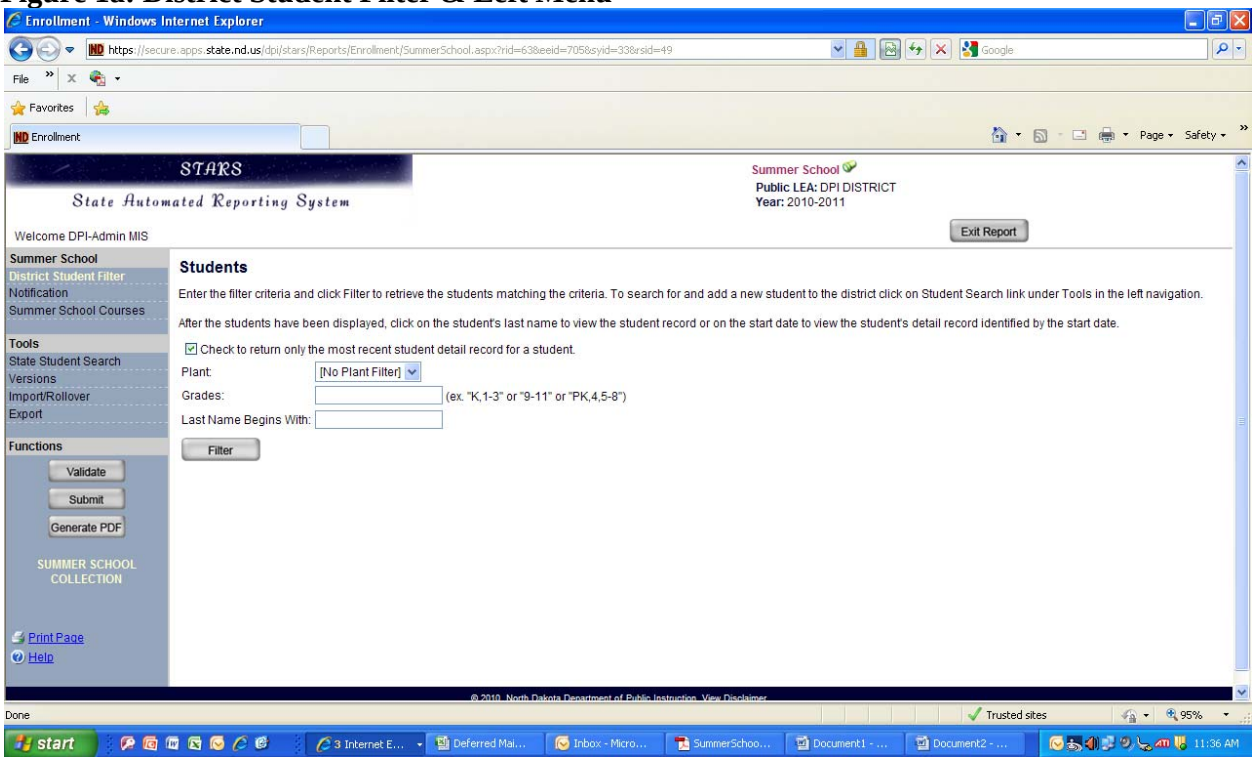
All reports that need to be completed will be located somewhere within this screen. Once you have found and selected a report, a gray box will appear of the right hand side of the screen. In this box you need to:

- Choose the school year for which you are completing (or reviewing) the report. In the gray box, there is also important information regarding the due date, the DPI contact person, and the person's email address and phone number.

- Once you have selected the school year, click on the "Select" button in the gray box to open the Summer School report ***(Figure 1)*.**

- A screen will come up with a District Student Filter option ***(Figure 1a)*.** Note that the Left Menu options change when you enter the District Student Filter page.

Figure 1a: District Student Filter & Left Menu



The filter is used to find a student(s) within your district for purposes of changing their file. This function is NOT how you bring large groups of students into your district when you are first beginning to use STARS. Enter the appropriate filter data needed to locate the student(s) you are seeking. After the FILTER button is selected, a list of students matching the criteria will be displayed ***(Figure 2)*****.** The bottom of ***Figure 2*** in this example is cut-off. To continue with the help information related to the FILTER, go to the text located below ***Figure 2*****.**

The **Left Menu** functions available on this page that are important on this screen include:

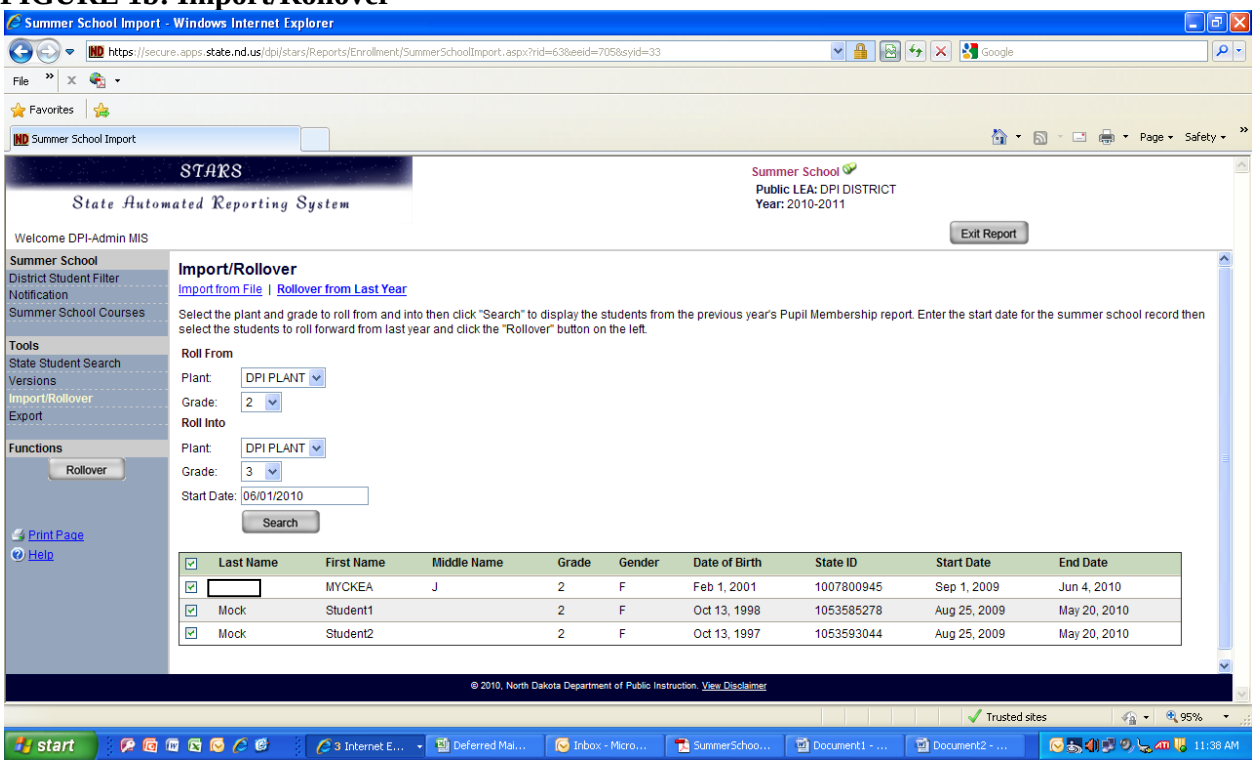
*** State Student Search**, which is used to locate students that need to be added to your district who are not currently located in your data (e.g. transfer student)

*** Versions** menu item lets you view all versions of the current report if more than one exists. To view the details of the version, click on the version name. If the selected version is not editable, a message is displayed on each page of the given report. To compare two versions, click the checkbox next to the two versions to compare and click the Compare button.

*** Import/Rollover –** explained in detail in the next page **(*Figure 1b*)**

*** Export –** call DPI for technical assistance in using this function. You are able to export all data currently in the STARS system under your district. If you choose to export the data and make any changes, you must be sure to NOT change five specific fields: Plant Serving, Begin Date, Grade, Resident District, and Enrolled Status. Changing any of these fields in the exported file and re-importing the data will create DUPLICATE files for each record. Deleting the duplicate records requires going into each individual student's file and deleting the record, which can be very time consuming.

FIGURE 1b: Import/Rollover



The Summer School report needs to have students rolled over. The roll-over process into Summer does NOT impact the roll-over process into Fall and vice versa.

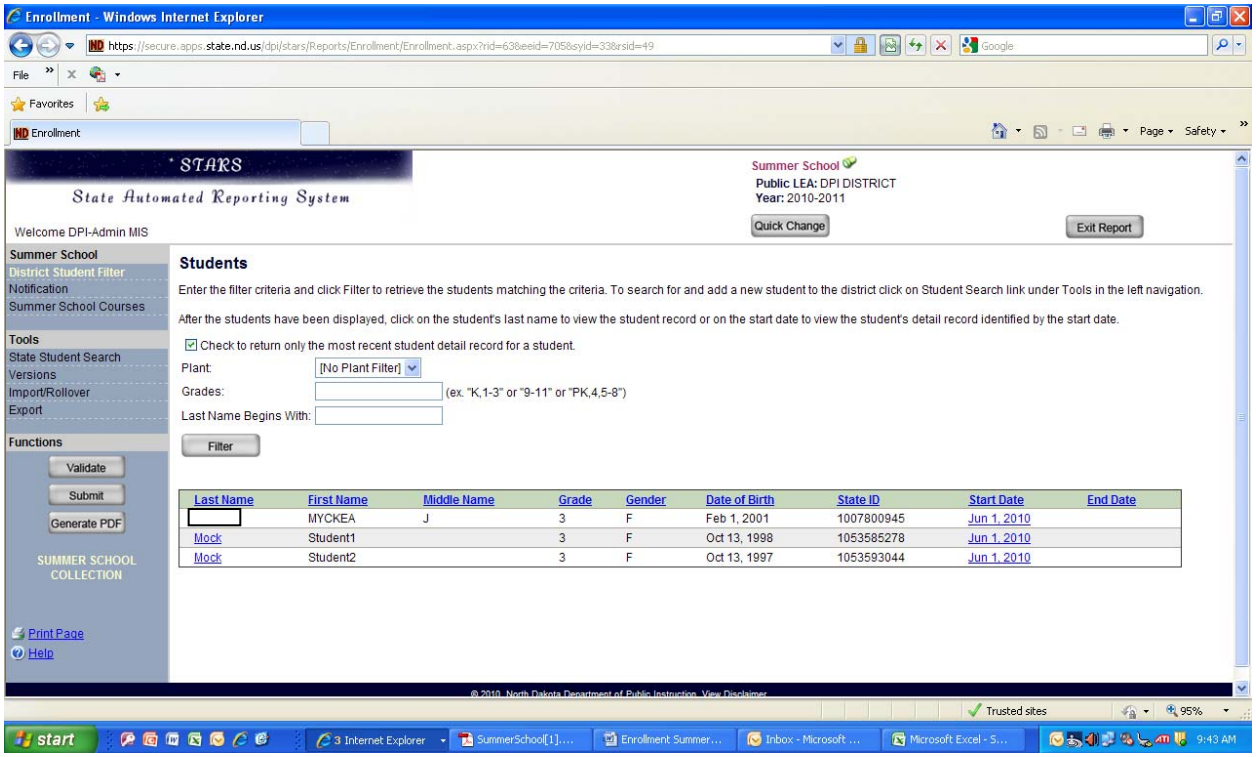
The Import/Rollover function is the page needed to get student data entered into your STARS database. Your district has no students enrolled prior to rollover/import. Districts will typically use the Rollover from Last Year option in the top middle of the page. Enter Plant and Grade data FROM and enter Plant and Grade data TO followed by clicking on **SEARCH**.

A list of all students in the plant selected in the grade selected will be displayed showing them in the grade from last year. After reviewing the list for accuracy, make sure a check box is marked on the left side of each student's name that will be moving to the next grade in your school district and click **ROLLOVER** from the lower part of the LEFT MENU (gray box) under **FUNCTIONS**. **ONLY ROLL OVER STUDENTS WHO TAKE SUMMER SCHOOL COURSES.**

FIGURE 1c: Rollover from Last Year Status

A page similar to ***Figure 1c*** will be displayed indicating the results of the rollover. If any failures are listed, the district will need to determine what students failed to rollover and correct as necessary. After a rollover function has been completed, you can go to the **DISTRICT STUDENT FILTER (LEFT MENU – top left)** to see the students who were just rolled over in your district by following **DISTRICT STUDENT FILTER** instructions above**.**

FIGURE 2: RESULTS OF STUDENT FILTER

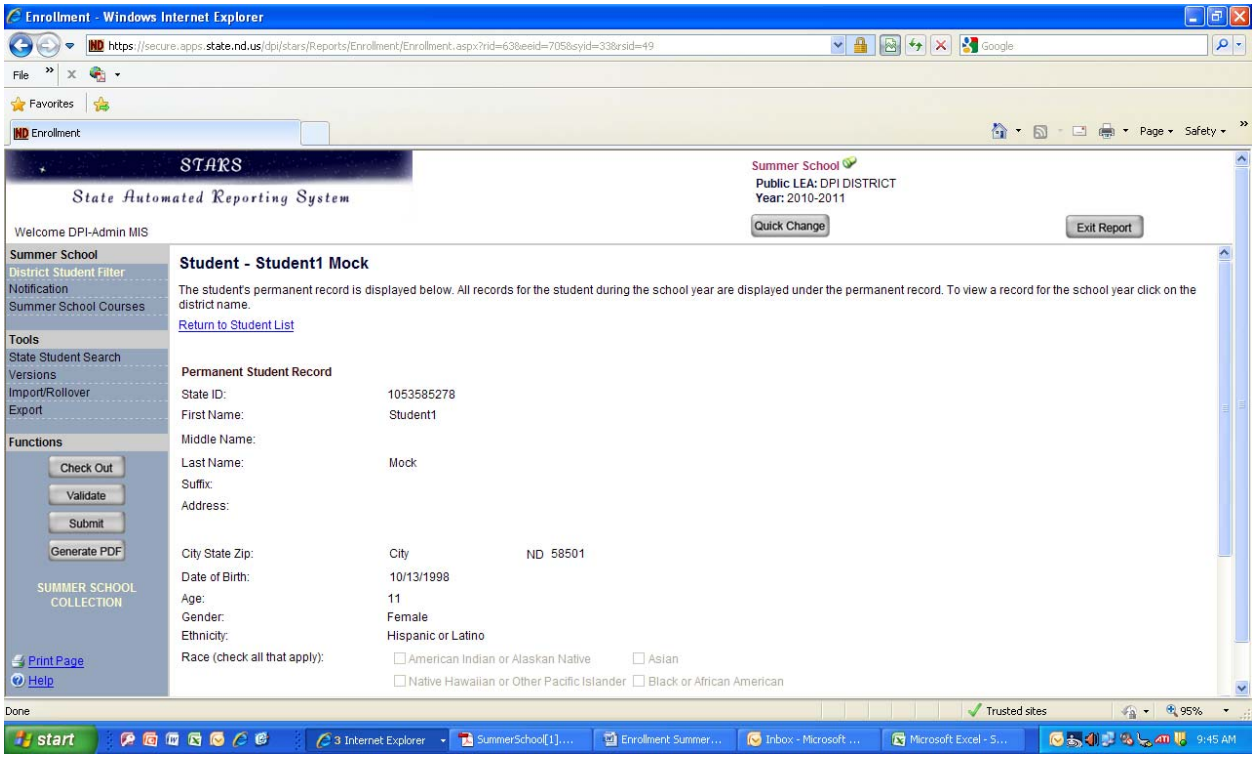


Student records will include a permanent student record and a school year details record. Both sections for each student need to be reviewed for accuracy prior to submitting the information to the Department of Public Instruction. After the students have been displayed, click on a student's last name (covered above for privacy) to view the student permanent record or on the start date to view the student's school year detail record.

The State ID is a permanently assigned number that should be automatically assigned to each student when an original file is (or was) created. However, school districts may use another unique identifier within its record system. Toward the bottom of the page ***(Figure 3a)***, each school district can enter its unique identifier that will be cross-referenced to the student's permanent record as part of the STARS system. The following fields are **required** ***(Figure 3)*** in the student permanent record:	
First Name – legal name (no nicknames)	**Date of Birth**
Last Name – legal name	**Gender**
Ethnicity – drop down choice	**Race** – check all that apply
Optional fields include:	
Middle Name	**Student Identifier**

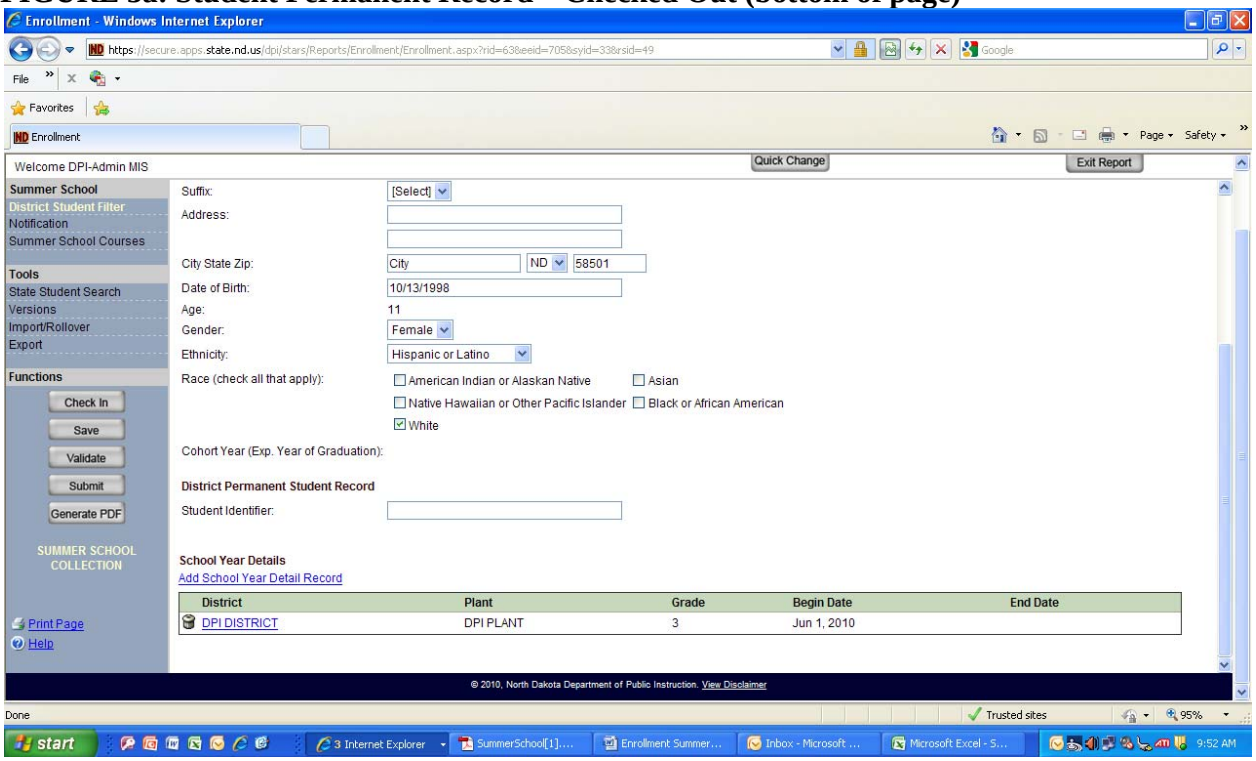
The State ID cannot be changed. The age is automatically calculated by the STARS program.

FIGURE 3: Student Permanent Record – Checked Out (top of page)



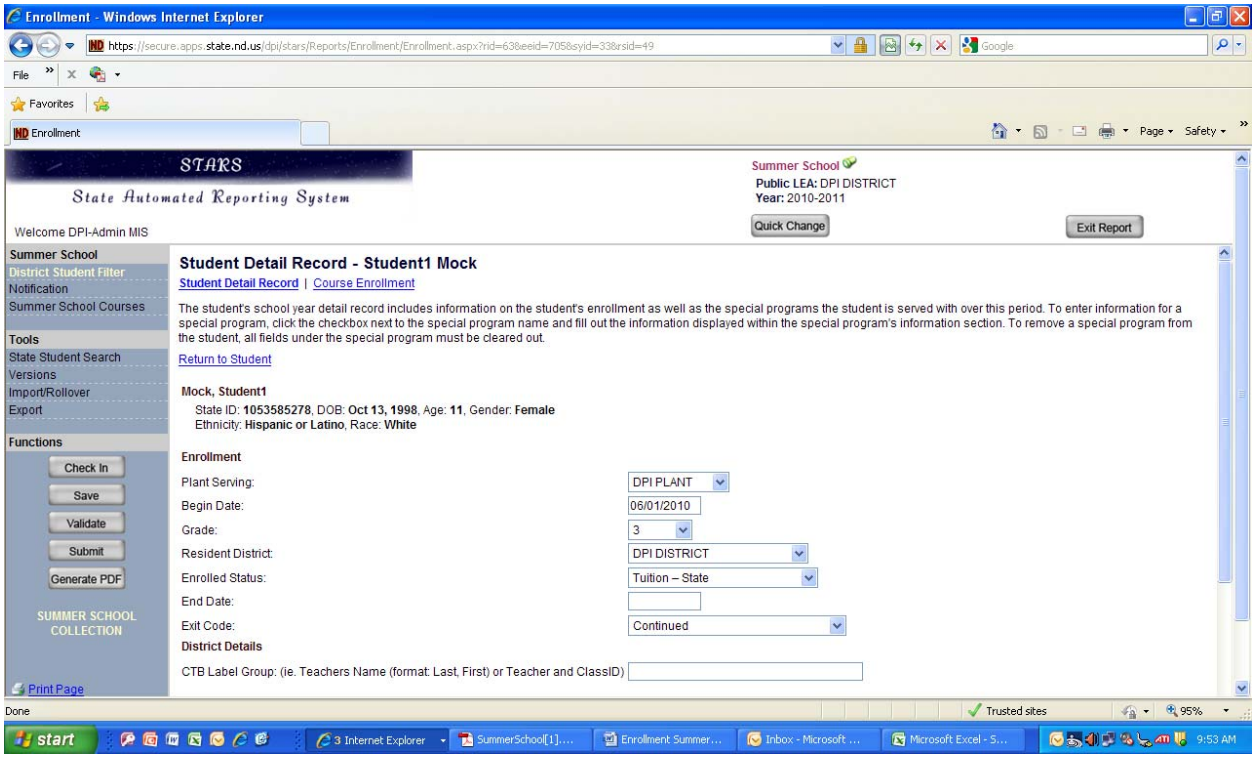
Changing information in either format REQUIRES the user to select **CHECK OUT** from the left side of the screen approximately half way down the page. No information can be changed or saved unless that option reads **CHECK IN**. This function is much like a "read only" function. If the line reads, "Check Out" you do NOT have editing capability and can only read the file. Throughout the process of inputting data, be sure to use the **SAVE** option on the left side of the screen to be sure the data is not lost at any time.

FIGURE 3a: Student Permanent Record – Checked Out (bottom of page)



Select the file listed for the student, which will be labeled by the **District Name**. That file will appear as shown in ***Figure 4*** and ***Figure 4a.***

FIGURE 4: Student Year Detail (top of page)



The records of every student need to be reviewed prior to submitting the information to the Department of Public Instruction. All fields are required except **EXIT CODE** and **DISTRICT DETAILS.**

The following information is related to the specific fields:

Plant Serving – used for districts with multiple buildings in use; for those districts, each building should be individually included in the STARS system

Begin Date – typically the first date of the school year, but in a transfer or placement situation, the date would be first date of enrollment for the specific student

Grade - be sure to check to make sure that students whose data was rolled over from the previous year of data are placed in the proper grade level. If there is any question about grade level (as may be the case for some students in special education programs or sometimes students who are home schooled), a decision must be made by the school district prior to submitting the information

Resident District – typically the school district reporting is the resident district (Enrolled Status codes 1 & 10 – 13). However, in the case of a student in open enrollment or a student placed outside the district, the resident district may not be the district in which the student is enrolled

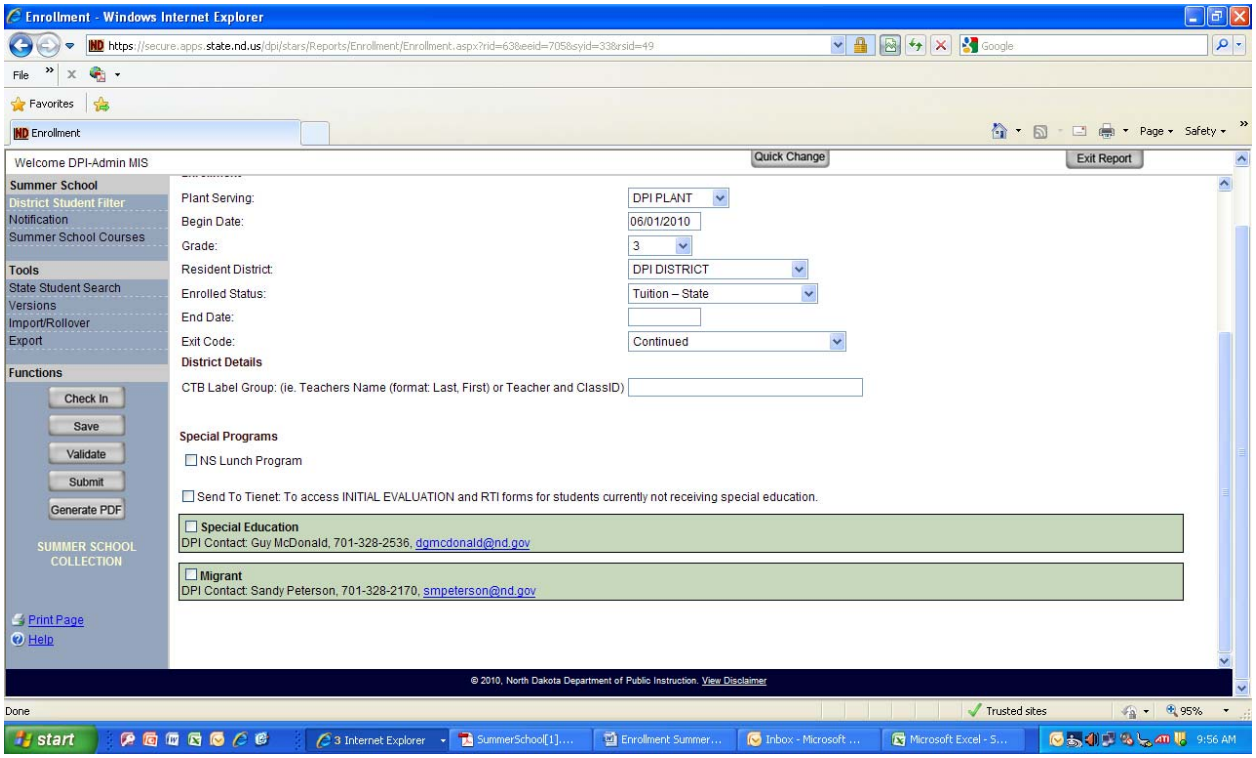
End Date – typically the end of the school year. However, when a special situation applies triggering a change in student enrollment, that school district MUST go back to the School Year Detail record and change the End Date so the student can be enrolled in another district within the State if appropriate

Exit Code – an exit code (drop down menu options) is only entered if the student's enrollment status in the district changes (e.g. graduation, transfer out of district, dropout, etc.)

District Details – courtesy field for sorting bar codes labels for the State Assessment. If supplied, the sort will be by school, grade, and test administrator. If not supplied, the sort will be by school and grade

Special Programs – check any and all of the six options that apply.

FIGURE 4a: Student Year Detail (bottom of page)



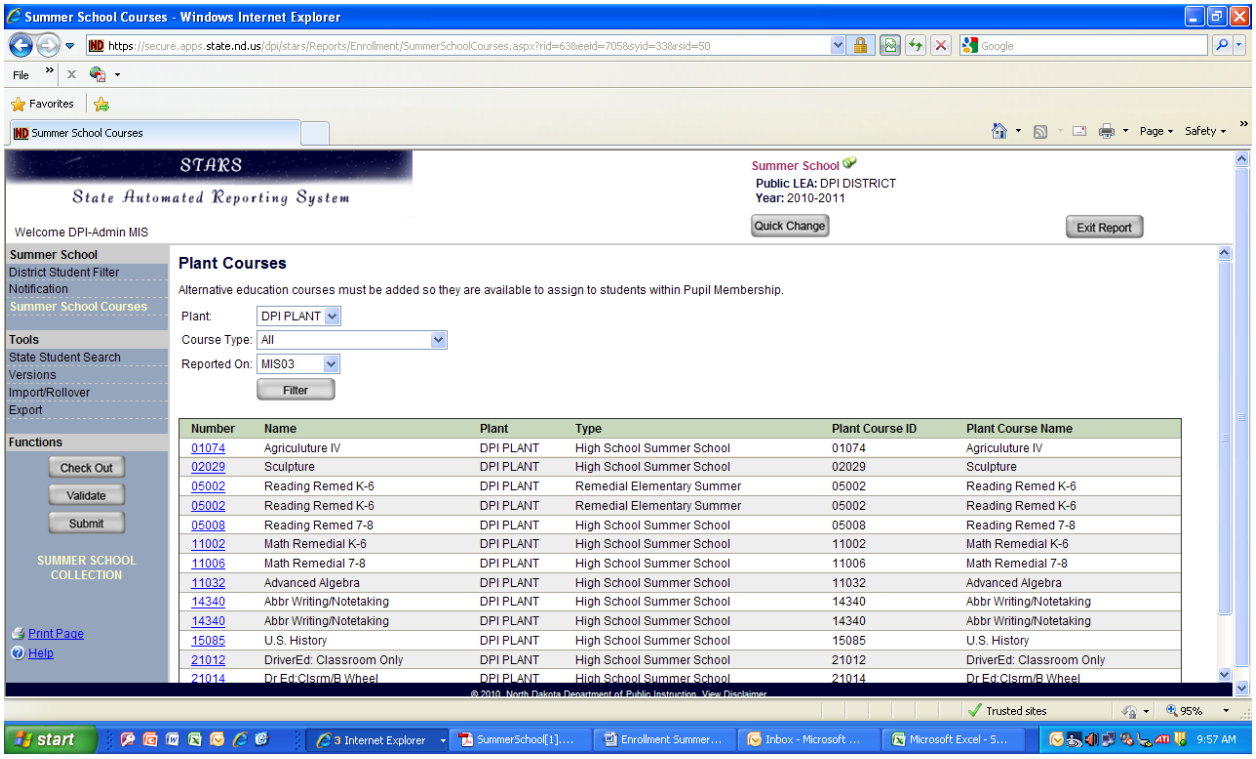
The **colored boxes** ***(Figure 4a)*** starting with Special Education are unique data input options. If any of boxes on the left side of the item is checked, additional fields automatically drop down requiring additional input. This information is required to be completed prior to submitting to the Department of Public Instruction.

Contact info of Department employees regarding the programs is included on the colored box.

Watch for additional blue colored text when the new areas appear that require additional information – appears similar to a web link. When selecting these blue areas, additional data will be required. The system will warn you to save all changes before clicking OK to move to the new page. Failure to save will lose all information since the previous save function was exercised. Once the data is entered on the next page, an option to **Return to Student** is at the top of the page. Select this to return to the student's permanent record.

Summer Courses (review figures referred to in text below):
Summer courses must be pre-approved by DPI before they will be listed in the Summer School Enrollment report. Districts will not have the option of adding courses on their own. By clicking on SUMMER SCHOOL COURSES on the menu on the top left of the page, the list of approved courses will be displayed (***Figure 5***).

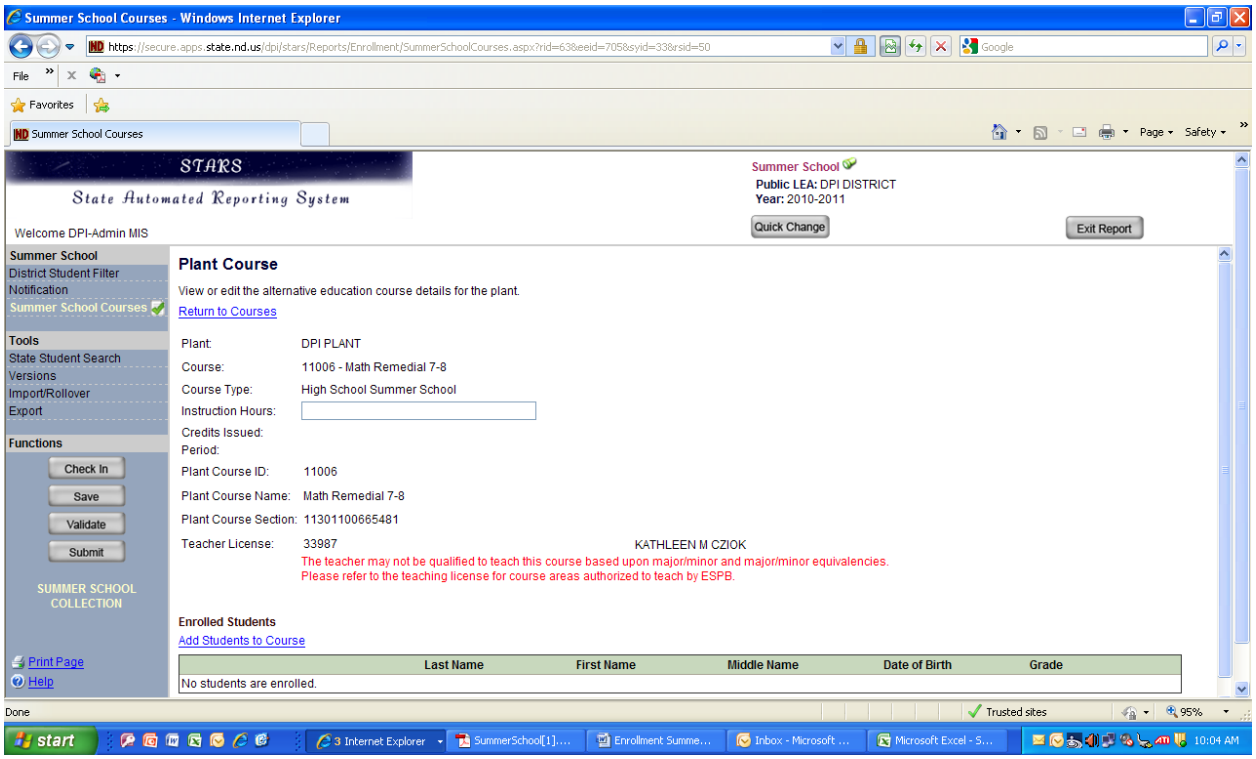
FIGURE 5: Summer Courses



Note REPORTED ON is MIS03, not Enrollment. Courses pre-approved by DPI will show up under MIS03. UNLESS the district is uploading the courses from Power School.

To begin to enroll students in a course, select the course number. The next page will provide details about the course (***Figure 5a***).

FIGURE 5a: Plant Course



NOTE: This course is Checked Out. You have to enter Instruction Hours on any course you enroll students. To enroll students in the course, Check Out the course. Click Add Students to Course. Use the filter to find the students within the district who be enrolled into this course (***Figure 5b***). Note the default in the Plant field of the filter may NOT be the plant you want to use when filtering, as it may default to the district instead.

FIGURE 5b: Student Filter

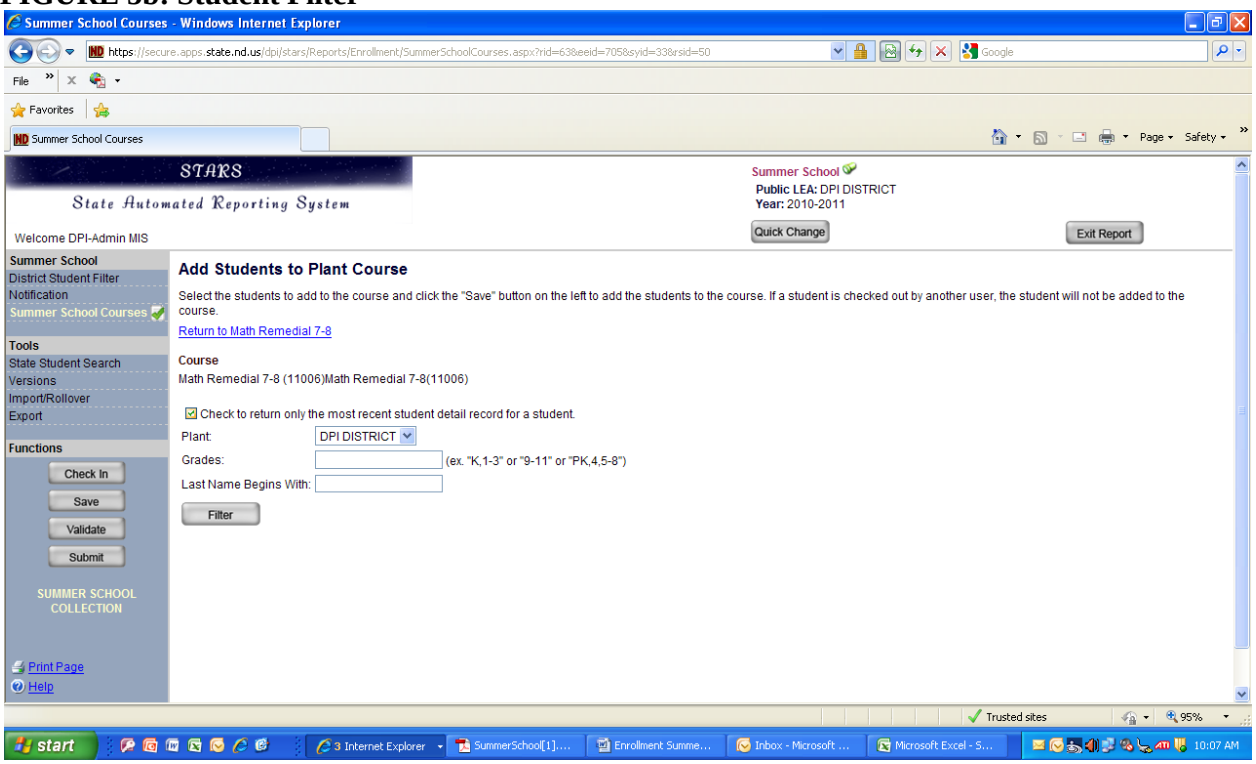
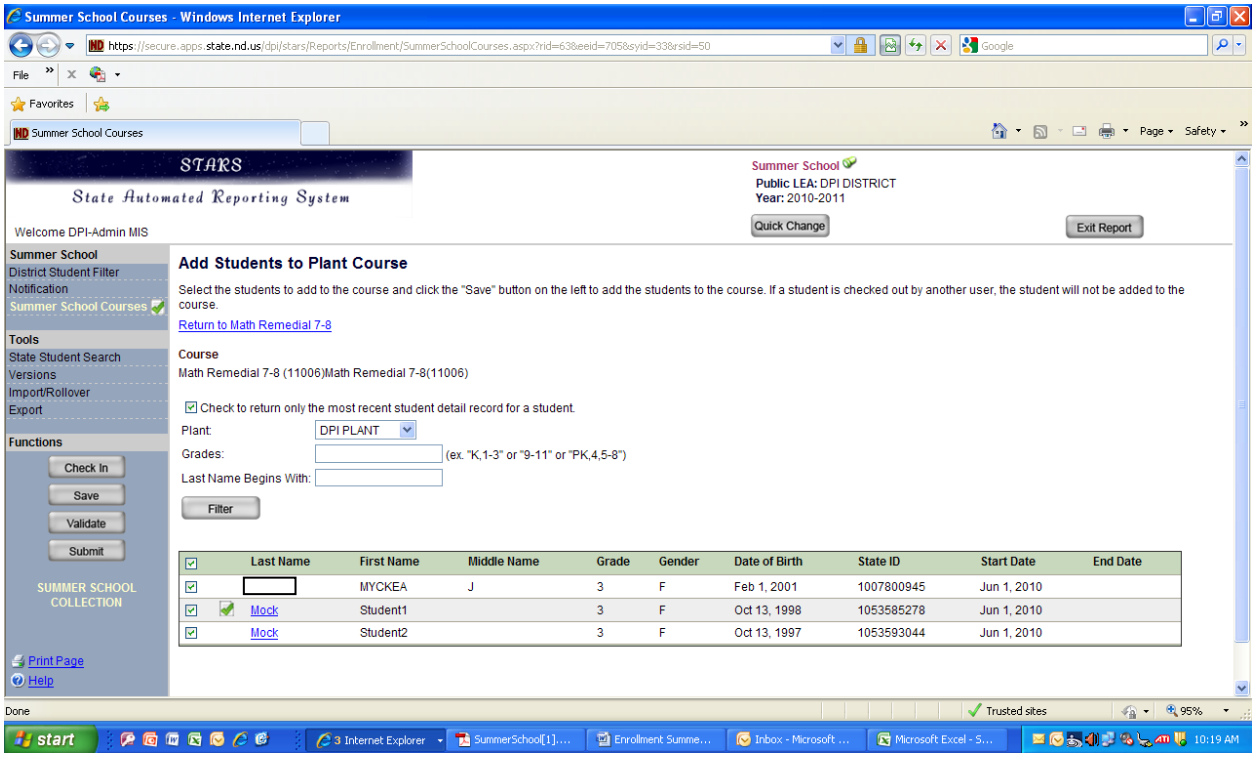


FIGURE 5c: Add Students to Plant Course



Make sure a check mark is in the box to the left of each student's name and click SAVE.

All the students selected and enrolled into the course will appear much like the previous screen (***Figure 5d***). At the bottom of the screen **Course Enrollment Mass Edit** will be in blue text. Again, be sure the names of the students have check marks beside them or they will not appear on the next screen. Select **Course Enrollment Mass Edit** as shown on ***Figure 5d*** to reach the **Mass Edit Plant Course Enrollment** page (***Figure 5e***).

FIGURE 5d: Course Enrollment

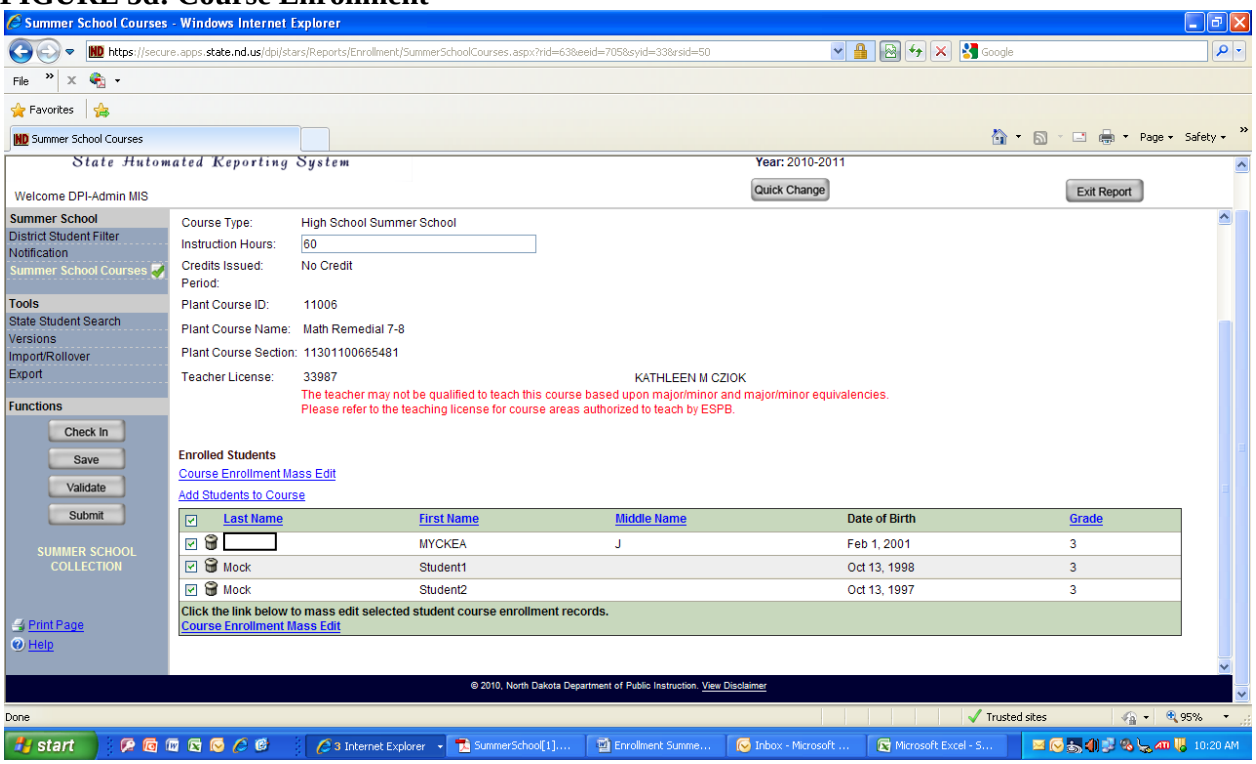
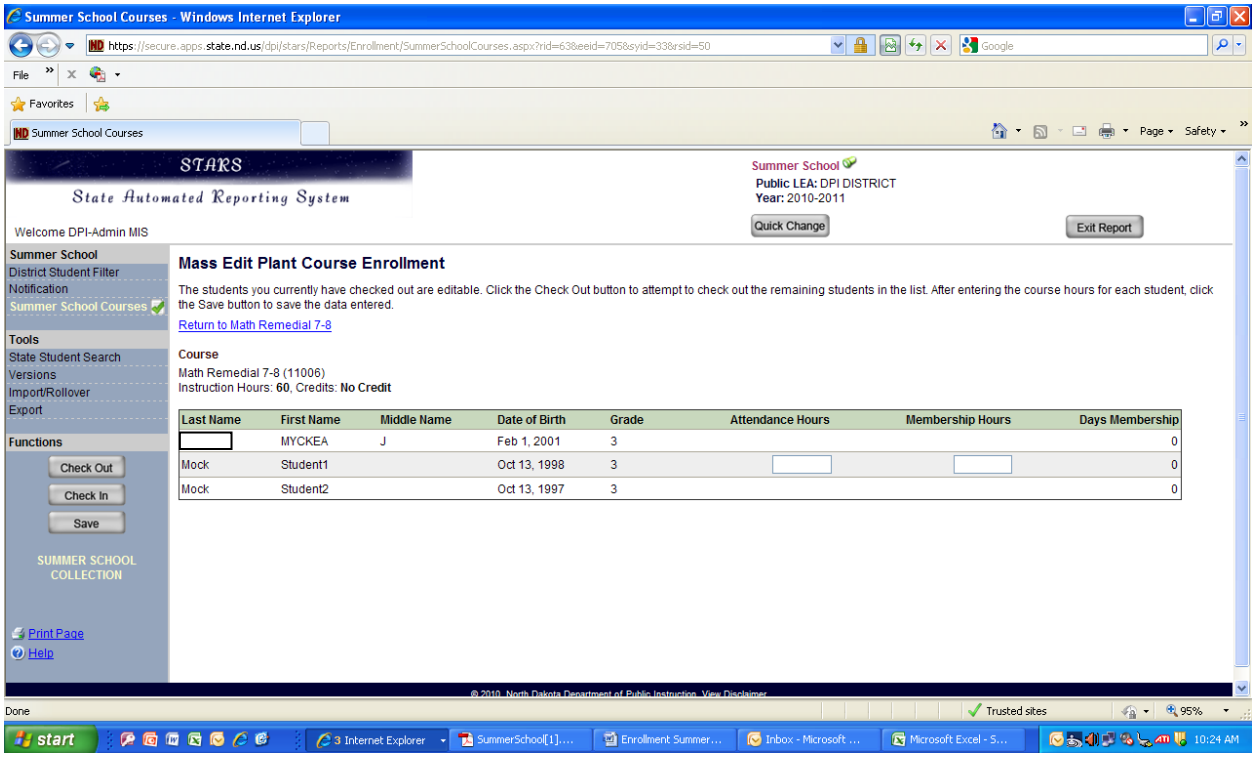
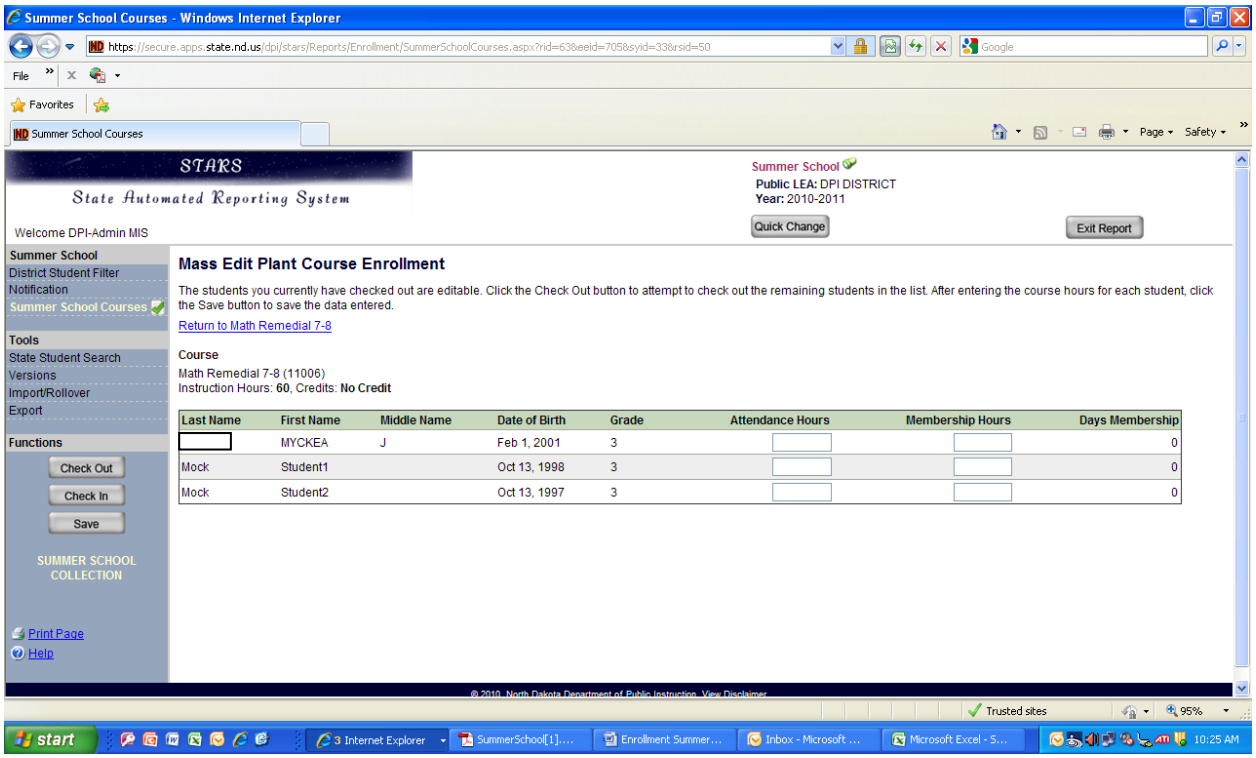


FIGURE 5e: Mass Edit Plant Course Enrollment



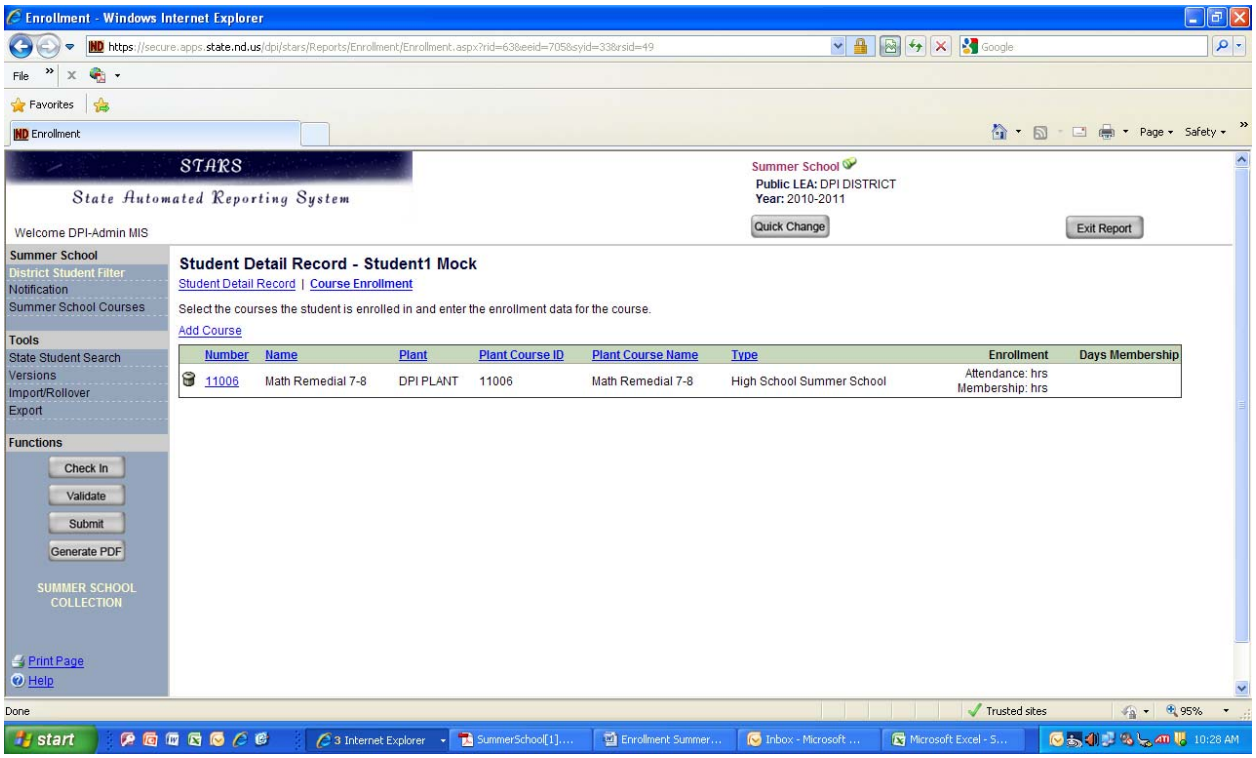
Click Check Out on this page to enter the data (***Figure 5f***). The Attendance and Membership data that is entered will automatically be used to calculate Days Membership. After the data is entered, make sure you click Save or Check In to save the data.

FIGURE 5f: Attendance & Membership Hours – Checked Out



Students can also be enrolled into a course individually instead of under a mass edit option (***Figure 5g***). This page is the School Year Detail file of an individual student with the Course Enrollment option selected at the top of the page instead of the Student Detail Record. Select Add Course and complete the next page with the details of the specific course. After entering the data, click SAVE, and the next page will return to the student's file showing the courses he/she is enrolled in.

FIGURE 5g: Student Detail Record – Course Enrollment



After completing the data input, click **SAVE** on the left side of the screen. **SAVE** must be selected before validation will be accurate. Select **VALIDATE** after completing the records for each student. Three possible results may occur after validating the data.

First, the data can be determined accurate and complete with no errors or warnings (YEAH!!). If this occurs, the system will return to the Student District Filter.

Second, the system can give you a warning that will NOT prevent the District from submitting the report, but will alert you to a situation that STARS determines to possibly be inappropriate related to the data that was inputted. Please review the warning areas to be sure the data is accurate. If the district is sure the warning does not apply, disregard it and continue with data input or submitting the report.

Finally, STARS can generate an error message that will prevent the report from being submitted until after the data is appropriately corrected. The warnings and errors are specific and should be easy to find and correct when necessary.

After validating the data of all students enrolled in your district, correcting any errors, and reviewing any warnings, the report can be submitted to the Department of Public Instruction. If the report is submitted and changes need to be made, the Department of Public Instruction can “unsubmit’ the report permitting the district to correct it before resubmitting it. Note: The Generate PDF option available under the Submit option is available for the purpose of allowing each district to maintain an electronic record of all reports submitted to the Department of Public Instruction. In addition, a Print Page option is located at the bottom of the page on the left side that permits a district to secure a hard copy of the report.